

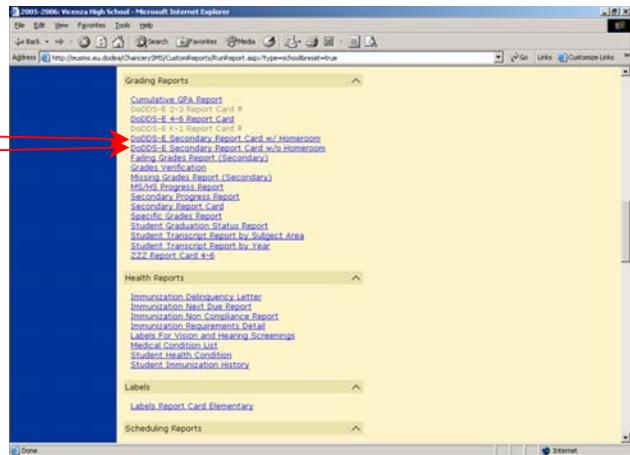
# Printing Secondary Report Cards 4<sup>th</sup> Quarter – June 2006

The DoDEA secondary report card is a very large document. Because of this, the report cards need to be printed in batches (grade level, etc.) and scheduled to print at off hours. These instructions will walk you through the process of setting up Report Cards to print.

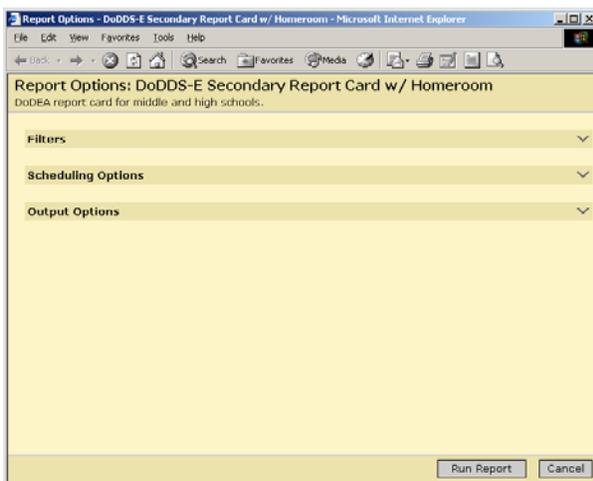
After grades have been entered and verified by the teachers the staff member printing the report card select “Reports” from the right side of the Home page when they login to SMS.

Then they need to find “Grading Reports”. They should select either “DoDDS-E Secondary Report Card w/ Homeroom” or “DoDDS-E Secondary Report w/o Homeroom”.

Choose one of these items.



You then receive the Report Options window.



This allows you to select Filters, Scheduling Options and Output Options for the report.

Open the “Filters” selection and open “**School Student**”.

In the “Category” selection, select “**Generic**”.

Select “**Grade (Active)**”, “**equals**”, “**grade level**” to set up to print a specific grade level.

Select “**Add Criteria**”.

Be sure to select the correct Search Criteria.

If you use print with more than one grade level, you need to switch the Search Criteria = **Any Criteria**.

The screenshot shows the 'Report Options: DoDDS-E Secondary Report Card w/o Homeroom' interface. Under the 'School Student' section, the 'Category' is set to 'Generic'. The filter is configured as 'Grade (Active) equals 6'. The 'Search Criteria' section shows 'Match: All Criteria' selected, and the criteria list contains 'Grade (Active) equals "6"'. A red oval highlights the 'Search Criteria' section.

For the 4<sup>th</sup> quarter we would like to print all the grades for the whole year. To do that we need to set the End and Start date filters correctly so we don't get duplicate courses. We have had a great deal of success by using very tight “End” and “Start” date settings. Go to the filter

“**Student Class Assignment**” and set the following dates

“End Date” “is Greater Than” “**yesterday**”.

“Start Date” is Less Than” “**tomorrow**”.

The screenshot shows the 'Report Options: DoDDS-E Secondary Report Card w/o Homeroom' interface. Under the 'Student Class Assignment' section, the 'Category' is set to 'Generic'. The filter is configured as 'Start Date is less than' followed by a date field. The 'Search Criteria' section shows 'Match: All Criteria' selected, and the criteria list contains 'End Date is greater than "yesterday"' and 'Start Date is less than "tomorrow"'. A red oval highlights the 'Search Criteria' section.

To schedule the report to print over night select the “Scheduling Options”. Then select “Run Once”. There set the date and time for when you want the report to print.

Use the time blocks given to your school. If you need more time, call the DSO to request your time.

Tomorrow morning when you come into work when you login to SMS and go to “Scheduled Events” “Reports”. Your report will be there available to download and print.

